Question #1

What do you require in the bid for programming? Are you looking for an outline of the presentations or key points for education?

Answer # 1

Please include any of them that you feel is relevant to the scope of services

Question #2

Where do I send the bid?

Answer # 2

When completed, rename the document and return to Ahs.DOCCOContractsGrants@vermont.gov

Question #3

The bid states 6 nights of lodging; however, the contractor would need to spend 7 nights in Vermont if said person arrives on 10/2 and leaves 10/9.

Answer #3

The dates on the website have been corrected to read travel 10/3/2016 & travel 10/9/2016

Question #4

Can out of state contractors bid on this contract?

Answer #4

The bid allows for out state contractor to submit.

Question #5

I am having difficulty accessing the website. Is there another way for me to find out the scope of the work?

Answer #5

Service Description (Scope of Work):

The Vermont Department of Corrections (DOC) continues to build a department plan that addresses organizational trauma, traumatic stress, as well as training and building capacity with the DOC Peer support team. The DOC leadership is committed to developing a plan that works in conjunction with our current efforts to build department resilience. We understand that resilience is not the absence of negative events or high-stress events, but rather a lessening of the impact of potentially damaging events and experiences. Family support, connection in the community, and good heath all cultivate resilience. Positive command culture, such as building pride, fostering team interactions, and modeling leadership from the top is also supporting resiliency. This request for proposal addresses the workforce support through peer support, capacity building, and planning for leadership to sustain organizational resilience.

Consultant will provide

- 1) Assessment services to the DOC Peer Support team. Review the current training base for the DOC and present research efficacy of Peer Support in various disciplines
- 2) Work with the Training Directors and Peer Support Leaders on expansion and capacity for peer support teams
- 3) Advise and consult with DOC Policy Analyst to begin development of DOC Peer Support policy
- 4) Work with Peer Support Team, and Executive leadership on succession planning, support, and training for Peer support for both field and facility.
- 5) Planning for DOC expanded Peer support team. Action planning for Peer Support train trainer model.
- 6) A model for supporting and debriefing with DOC special teams, for example; Local SRT teams, Sex offender Probation officers, Community Correctional Officers, and facility supervisors

Consultant will provide presentation and facilitation with executive leadership that will include the following areas

- 1) Executive Leadership Presentation and facilitation addressing national perspectives and research regarding traumatic stress in Corrections.
- 2) The effects of Traumatic Stress on organizations and Leadership.
- 3) The latest research on the neurological physiological impact of chronic stress and trauma on staff and an organization.
- 4) Capacity Building and succession planning for Peer Support and DOC leadership development program.
- 5) FTO and Peer support connecting the mission
- 6) Work with the DOC on integrating relevant EAP model
- 7) Front loading organizations addressing by addressing wellness through retention efforts and onboarding process
- 8) Leadership response to incidents

The consultant should expect activities and work hours to expand past training and presentation days, and will include meeting with DOC staff requesting additional time with a consultant. The consultant will be available for debriefs and dinner meetings. Evening work and presentations Friday and Saturday night October 7th and 8th 2016.

Travel days are October 3rd and 9th. Training, consulting and presentation October 3 to 8th.

2 Days of Travel

Travel and Car Rental Expenses-

6 Nights Lodging

3 Training days (2 with Peer support and 1 with staff)

2 days of presentation with executive leadership and commissioners.

One day for follow up work with summary report and recommendations due by Dec 1, 2016

Special Instructions for the bidders: Bids may be submitted electronically or via mail to the address listed. All bids regardless of format must be received by 4:30pm on August 15th.

When completed, please forward your bid proposal to Ahs.DOCCOContractsGrants@vermont.gov

Question #6

The travel day you listed (October 2nd) is a Sunday is this correct?

Answer # 6

The travel dates have been corrected to read 10/3/2016 & 10/9/2016

Question #7

The opportunity references "Review the current training base for the DOC. Is this the website where I would find this document: http://www.doc.state.vt.us/about/policies/ If this is correct, where can I find this document?

Answer #7

The training base information specific to VTDOC will be provided while the contractor is on site. Consider including proof of capability to review and provide content feedback/expertise to training curriculums in bid contents.

Question #8

Should I submit a bid for each individual item – i.e. hourly rate, evening rate, rental car expenses, lodging, final report, presentations, etc. Should each task be broken down (itemized) with a final amount as the bid proposal? Should this information be in an excel spread sheet with a cover letter? Is this all that is required to be submitted as their proposal for this bid?

Answer #8

The bid should include a breakdown of costs, format optional, cover letters, resumes are encouraged and welcome.

Question #9

Will the place of performance be in Waterbury, VT?

Answer #9

Place of performance is Vermont. Bidder should be prepared to work in different towns on different days

Question #10

If awarded the contract, will the Contract begin October 2-9, 2016 and include one final summary report and recommendation due December 1, 2016, correct?

Answer # 10

Contract dates have been corrected and now read October 3 – 9, 2016 and December 1, 2016

Question #11

Is there a previous VT DOC contract similar to this one (that is public information) that I can review?

Answer # 11

Public records requests for previous DOC contracts can be made by contacting VT DOC Attention Policy Development & Offender Due Process.